

*DR 415-2-3

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CEMVS-CO-R

Regulation
DR 415-2-3

30 Jan 98

Project Operations
PROCESSING OF ALTERATION PROPOSALS

1. PURPOSE.

a. To establish standard procedures for processing request from local interests to alter federally constructed flood control works.

b. To establish and maintain a comprehensive record storage system of such requests and all transactions pertaining thereto in a centrally located file in the District Office.

c. To iterate the role of the coordinator to ensure uniform processing of all requests.

2. APPLICABILITY. This regulation applies to:

a. The following Divisions within the U. S. Army Engineer District, St. Louis: Construction-Operations, Engineering, and Real Estate (first parties).

b. Local levee districts (second parties) through whom such requests must be transmitted and approved.

c. Other interests (third parties) who request approval to alter federally constructed flood protection projects.

3. REFERENCES.

a. CFR, Title 33, Navigation and Navigable Waters, Chapter II, Corps of Engineers, 208.10 Local Flood Protection Works; Maintenance and Operations of Structures and Facilities, subparagraph (a) (5).

*This regulation supersedes DR 415-2-3, 30 Jan 87.

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b. ER 1150-2-301, Local Cooperation; Policies and Procedures, 1 Sep 67.

c. DIVR 415-2-3, Alterations to Federally Constructed Levees, 17 Nov 86.

4. JURISDICTION. This regulation applies to alteration proposals for the following flood control works:

a. Those situated on lands and easements under the direct control of the local levee district.

b. Completed federally constructed flood control works and appurtenances which have been turned over to local interests for operation and maintenance.

c. Those rehabilitated by the federal government for which operation and maintenance assurances have been executed by local interests.

d. An alteration which extends beyond the limits of an authorized project shall be submitted separately.

5. RESPONSIBILITIES.

a. Other Interests. Prepares and submits alteration proposals for evaluation to local levee district.

b. Local Levee District. Reviews proposal as submitted for adequacy. Compiles and includes additional data required for evaluation and forwards to the District Engineer recommending approval or disapproval, providing justification for comments. Advises third party of decision of District Engineer upon return of proposal. Ensures compliance with prescribed terms of approval. Furnishes final plan of alteration to all interested parties.

c. Construction Operations. Acts as the principal coordinator for processing all proposed alterations between responsible District activities and upon receipt of replies, coordinates all responses to interim inquiries.

d. Readiness Branch. Receives requests for alterations and forwards to Engineering and Real Estate Divisions for appropriate comments. Prepares coordinated comments recommending approval or disapproval through requests for proposed alterations to originating levee district.

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Maintains liaison with all local interests to ensure that the St. Louis District is aware of and up to date on all proposed alterations. Coordinates all field investigations and furnishes technical data with respect to the effect of Proposed alterations on operation and maintenance of the flood control works.

e. Engineering Division. Reviews proposed plan of alteration and conducts a thorough investigation and analysis of the proposed design to determine sufficiency in accordance with pertinent regulations and applicable local codes and laws. Prepares request to higher authority for approval of necessary supplemental regulations or interpretation of design criteria. Recommends approval, disapproval and/or necessary revision to proposal.

f. Real Estate Division. Provides coordinating comments, upon request, confirming jurisdiction of local interest's statutory authority through a comparison of proper rights of way documents with location of proposed alteration.

6. PROCEDURES.

a. All requests for approval of alterations to federally constructed flood control works will be forwarded to the District Commander, Attention: Construction Operations (CEMVS-CO-R) through the responsible local levee district.

b. Alteration proposals, which meet the criteria in this regulation, will be coordinated with the Real Estate Division to confirm statutory jurisdiction and then sent to the Engineering Division for design evaluation. The Regulatory Branch, Construction Operations Division (CEMVS-CO-F), will review the proposed work and advise the requester as to the Department of Army permit requirements and assist the third party and/or levee district in preparing the proper application forms for a permit. When an individual permit or modification to an existing permit is required, the requester cannot begin construction before all state and federal permits are issued or waived. CEMVS-CO-F will then perform the required permit processing for the proposed project. Alteration proposals sent to the District directly by the third party, without proper endorsement by local flood control officials, will be returned immediately to the third party with instructions concerning proper endorsement.

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c. Coordinated comments will be prepared by the Readiness Branch (CEMVS-CO-R) and circulated for concurrence.

d. Upon approval, request will be forwarded to local group with copies to third party and interested District elements.

7. RECORDS.

An individual file folder will be maintained by the Readiness Branch for each alteration that is processed. The folder is labeled with the name of the levee district, the river area and a number that denotes the year and sequence on which the request for approval was received. For example, the first request received from the Wood River Drainage and Levee District for FY 98 will be labeled:

11-2-240a Alt. Fed. Construction Flood
Control Works
Wood River Drainage & Levee District
COFF 3 Jan 98, Trf RHA
Jan 02, Ret FRC Jan 03, Perm


THOMAS J. HODGINI
COL, EN
Commanding

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